



# TACOMA HOUSING AUTHORITY

## BOARD OF COMMISSIONERS MEETING MINUTES SPECIAL SESSION FRIDAY, JULY 10, 2015

*(The italicized font indicates quorum changes gained/lost/or maintained in the document).*

**The Commissioners of the Housing Authority of the City of Tacoma met in Special Session at Bay Terrace, 2550 South G Street, Tacoma, WA at 12:00 pm.**

### PRESENT

### ABSENT

#### Commissioners

Janis Flauding, Commissioner

Stanley Rumbaugh, Chair  
Arthur C. Banks, Vice Chair

Minh-Anh Hodge, Commissioner

#### Staff

Michael Mirra, Executive Director  
Sha Peterson, Executive Assistant  
Ken Shalik, Finance and Director

April Black, Deputy Executive Director  
Barbara Tanbara, Human Resources Director

Greg Claycamp, Client Services Director  
Kathy McCormick, RED Director  
Todd Craven, Administration Director  
Pat Patterson, Property Management Director

The discussion proceeded without a quorum.

Tacoma Housing Authority's (THA) Executive Director (ED) Michael Mirra informed Commissioner Janis Flauding that at the July 29<sup>th</sup> Board meeting staff will present a resolution for the annual mid-year budget revision. ED Mirra reports that THA is in a good financial shape and that the revision will not be significant. He asked Finance Director (FD) Director Ken Shalik to present the details of the proposed revision.

FD Director Shalik directed the Board to his report. He informed the Board that ED Mirra still has to finalize the review of the budget. He added that THA is meeting its budget principles. FD Director Shalik provided handouts. FD Director Shalik directed the Board to Attachment A where it shows THA's reserves. The Attachment also shows recurring income and expenses.


FD Shalik reviewed the notable revisions:

- The first does not affect the overall budget. Since the Board approved the budget last December 2014 HUD approved THA's Rental Assistance Demonstration (RAD) application. This will require considerable funding that was not in the original budget But THA will receive reimbursement for those expenditures as part of the project budget.
- Staff will propose an increase in the budget for the software project from about \$600,000 to \$1.1 million. With the help of Administration Director Craven, FD Shalik explained the purpose of this increase. Commissioner Flauding asked if Director Craven if he will later ask for more. He replied that he did not think so.
- Staff will propose an increase in the funding for the reconstruction of 902 South L Street to account for extra costs due to the unexpected presence of concrete in the roof and further changes in the room configuration.
- There are changes in each of the department budgets. Under salaries, at the beginning of the year, THA budgeted for a Chief Operations Officer (COO), a Legal Counsel and a Community Resource person. THA decided to keep the COO position and the Community Resource position but neither are yet filled. THA will do without in-house legal counsel.

FD Shalik led a discussion of THA's reserves. They are adequate. THA needs to consider ways to reduce them without imperiling the reasons we accumulated them in the first place.

**APPROVED AS CORRECT**

**Adopted: July 30, 2015**

  
Stanley Rumbaugh, Chair